



Fence/Block Wall Building Permit Guide

Clark County Department of Development Services

**BUILDING DIVISION &
PERMIT APPLICATION CENTER**
4701 W. Russell Road
Las Vegas, NV 89118
(702) 455-3000

LAUGHLIN BUILDING SERVICES
Regional Government Center
101 Civic Way
Laughlin, NV 89029
(702) 298-2436

OVERTON BUILDING SERVICES
Clark County Community Services
320 N. Moapa Valley Blvd.
Overton, NV 89040
(702) 397-8087

www.ClarkCountyNV.gov/depts/development_services/

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Part I. General Information

In order to acquire a permit to construct a fence/block wall, the following documents are required to be submitted for review and approval:

Part II. Applicant's Responsibility

Completed Fence Permit Application. (Application forms are available in the Permit Application Center.)

- ☐ Assessor's parcel number for site MUST be included if parcel has not been assigned an address.

- ☐ Permits **are** issued only to owner/builders or appropriately licensed C-18 contractors with a Clark County business license.
- ☐ If the fence is constructed in conjunction with a building or project, the **general contractor** of record listed on the building permit can obtain the permit to construct the fence/block wall.
- ☐ A notarized letter from adjacent property owner(s) authorizing construction. (Property Line Authorization Form attached.)

Part III. Applicable Codes

Current adopted edition of the International Building Code.

Part IV. Submittal Package

PLANS/SPECIFICATIONS

Plans Drawn to Scale (2 sets in ink or reproduction; 3 sets for applications where land use approvals, Variance, Use Permit, Zone Change, etc., are required).

Plans are required to include the following:

- ☐ Standard Fence/Block Wall
 - Two (2) Site plans showing:
 - Location of fence/block wall to be constructed with respect to property lines, streets, other rights-of-way, existing buildings, landscaping, driveways, existing drainage courses, site zones, and site zone dimensions.

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- Location of all light standards, gas and water meters, and fire hydrants.
 - Length, height, thickness, and square footage of the fence or retaining wall.
 - If walls are retaining, provide approved grading plans with details showing depth of earth retained.
 - If fence/block wall is to be located on property line, provide:
 - A notarized letter from adjacent property owner(s) authorizing construction. (Property Line Authorization Form attached).
 - If a contractor is obtaining the permit, a contract showing the signatures of both property owners is acceptable.
 - If fence/block wall is to be constructed on a commercial or subdivision project, provide two copies of:
 - Approved grading plans from Civil Engineering's Map Room with applicable detail sheets (copy charges will apply).OR
 - Approved grading plans from developer with applicable detail sheets.
 - Type of material to be used in construction (i.e., wood, masonry, chain link).

Note: If structural drawings, specifications, and analysis are not required (i.e. wall is not required to be engineered), Southern Nevada Building Officials Regional Standard must be used. A copy may be obtained from the Plans Examination counter or via our internet site at accessclarkcounty.com/devserv under Design, Standard designs, "Slumpstone Fence."

- Non-Standard (Engineered) Fence/Block Wall
 - If fence/wall is over 8' in height or is a retaining wall with a sloping surcharge, provide:

- ☐ Structural drawings
- ☐ Specifications
- ☐ Analysis

Note: All items for a fence/block wall over 8' in height or a retaining wall with a sloping surcharge must be prepared by a **licensed Nevada professional civil or structural engineer** and all sets of plans must have original wet stamps and be signed by the licensed engineer.

Part V: Review and Approval Steps

If fence/block wall had Commission actions, all applications and plans must be submitted to the Permit Application Center for review and approval processing. These applications will **not** be reviewed on a "same day" basis. All other applications are subject to the following review steps at the Permit Application Center counter locations listed below:

- ☐ **Application Set-up:**
 - Obtain application number.
- ☐ **Zoning Permit Sign-Off:**
 - Review for conformance/compliance to all applicable zoning codes.

Note: For information relating to **zoning requirements** (height/location of fence and landscaping requirements, please contact Current Planning, 702-455-4314.

- ☐ **Civil Engineering:**
 - Site drainage review
 - Right-of-way review

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- No permits will be issued for any fences or retaining walls which block any natural drainage channels.

Note: For **drainage/right-of-way** information, please contact Civil Engineering at 702-455-4600.

☐ **Building Plans Examination:**

- Review for conformance/compliance with all applicable building codes.

Note: For **building code** information, please contact Building Plans Examination, 702-455-3000, Option “4”.

☐ **Permit Issue:**

- All approvals must have been received from Zoning Plans Examination, Civil Engineering, and Building Plans Examination prior to permit issue.
- All fees must be paid at this time in order to obtain your permit.
- An inspection record form (job card) will be issued with the permit.
- One set of approved plans will be returned to the permittee.

In order to ensure that your application is processed in a timely manner, your submittal package must be complete and include an application, plans and necessary documents. Permits may be issued on a same day basis provided that the plans are complete and there are no outstanding issues to be addressed with Current Planning, Civil Engineering, and/or Building Division.

Part VI: Inspection Requirements

Once you begin construction, you are **REQUIRED** to call Inspection Scheduling (702-455-3000) to schedule inspections as each phase of construction is completed.

- ☐ **Required inspections** for your project are listed on the inspection record form (job card) received at permit issuance and **must be done in sequence** as shown on the form.
- ☐ **Concrete foundations** for fences or retaining walls shall **NOT BE POURED** until footings inspection is **APPROVED**.
- ☐ **Masonry** fences or retaining walls shall **NOT BE GROUTED** until the masonry pre-grout inspection is **APPROVED**.
- ☐ The permit, inspection record form (job card), and approved plans must be kept on site for convenient access by the Inspection staff.
- ☐ An approved required inspection must be obtained for each permit within 180 days from date of issue or from the last approved inspection; otherwise, the permit becomes null and void. (**NOTE:** Permits issued for structures located at Mt. Charleston have 365 days to receive an approved required inspection from date of issue or from the last approved inspection).

NOTE: For your convenience and to help expedite your inspection requests, the Clark County Department of Development Services offers both an automated Telephone Inspection Scheduling System and Inspection Scheduling via the Internet.

To use the automated Telephone System, call 455-3000, press “1” to select inspections, and follow the prompts. You will need the phone system number and 4-digit inspection type codes which are located on both the permit and inspection record forms.

To schedule an inspection online, visit www.ClarkCountyNV.gov/depts/development_services/ and click on the “Construction Services Online” button. Then click on the link to “Schedule or Cancel Inspections.” Access requires Permit and Internet P.I.N. numbers which are printed at the top of the Permit form.

After passing all of the required inspections, the fence/block wall is approved for use. If you have any questions regarding this information, please call contact the Department of Development Services at 702-455-3000.

Department of Development Services - Locations & Services

BUILDING DIVISION & PERMIT APPLICATION CENTER 4701 W. Russell Road Las Vegas, NV 89118	<ul style="list-style-type: none"> On-Site Building Plan Submittals All "Walk-Through" Plan Review / Permitting Functions Residential Tract Submittal / Permitting All Sub-Trade (Electrical, Plumbing & Mechanical) Permitting All Zoning Plan Review / Addressing Building Inspection Scheduling Functions Records 	<ul style="list-style-type: none"> Temporary Certificate of Occupancy Submittals Building Inspection Penalty Fee Payment Building Inspections Building Inspector Inquiries Amusement / Transportation Systems – Operation Certificates Approved Fabricators Quality Assurance Agency Listing
LAUGHLIN OFFICE Regional Government Center 101 Civic Way Laughlin, NV 89029 (702) 298-2436	<ul style="list-style-type: none"> Application and Plan Submittal Plan Review / Permit Issue Sub Permit Issue Building Inspection Services 	
OVERTON OFFICE 320 North Moapa Valley Boulevard Overton, NV 89040 (702) 397-8089	<ul style="list-style-type: none"> Application and Plan Submittal Plan Review / Permit Issue Sub Permit Issue Building Inspection Services 	

Automated Phone System

(702) 455-3000

- Option 1:** Inspection Scheduling/Inquiries, Building Code Complaints, Speak With Field Services Staff, TCO/COO Information
- Option 2:** Check Plan Review Status, Civil Engineering Questions, State Contractor Licensing Requirements
- Option 3:** General Permit & Building Code Questions, Speak With Building Plans Examination, QAA Information
- Option 4:** Zoning Plans Examination, Land Use, Addressing, School Zoning Information
- Option 5:** Schedule Off-site Inspections, Speak With Public Works, Development Review Services, FEMA and Mapping Questions
- Option 6:** Information on Obtaining Records & Speak With Records Office Staff
- Option 7:** Speak With Zoning, Building Plans Examination, Development Review Division & Administrative Management Staff
- Option 8:** Hours of Operation, Office Locations, Web Information, Technical Help Related to Our Website

Other Clark County Departments/Divisions/Districts

Air Quality & Environmental Management	500 S. Grand Central Parkway, Las Vegas	(702) 455-5941
Public Works, Development Review Services	500 S. Grand Central Parkway, Las Vegas	(702) 455-4600
Current Planning Division	500 S. Grand Central Parkway, Las Vegas	(702) 455-4314
Fire Department	575 E. Flamingo Road, Las Vegas	(702) 455-7316
Las Vegas Valley Water District	1001 S. Valley View Boulevard, Las Vegas	(702) 870-2011
Southern Nevada Health District	625 Shadow Lane, Las Vegas	(702) 759-1000
Water Reclamation District	5857 E. Flamingo Road, Las Vegas	(702) 434-6600

State of Nevada

Division of Water Resources	400 Shadow Lane, Suite 200, Las Vegas	(702) 486-2770
Nevada State Contractors Board	2310 Corporate Circle, Suite 200, Henderson	(702) 486-1100

Utilities

Nevada Power	6226 W. Sahara Avenue, Las Vegas	(702) 367-5000
Southwest Gas	4300 W. Tropicana Avenue, Las Vegas	(702) 365-1555

TT/TDD: Relay Nevada toll-free (800) 326-6868

www.ClarkCountyNV.gov